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Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: POLICE FLEET MAINTENANCE COORDINATOR

DEFINITION

Under general supervision, to direct, coordinate and supervise the servicing and repairing of police vehicles and related equipment; to make minor mechanical adjustments to automotive equipment; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Police Fleet Maintenance Coordinator Assistant in that this position is responsible to direct, coordinate and supervise the servicing and repairing of police vehicles and related equipment. The incumbent has overall responsibility for the day-to-day operation of the Police fleet maintenance.

REPORTS TO: Police Administrative Services Manager or higher level management.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Police Administrative Services Manager. Exercises general supervision over technical and maintenance personnel, as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Plan, direct, schedule, and supervise the service and repair of police vehicles and related equipment.
- Coordinate and arrange for the service and repair of police vehicles by designated outside agencies, maintaining service records, inspecting completed work and initiating requests for payment.
- Make minor mechanical and electrical adjustments and repairs to police vehicles; road test equipment to determine needed repairs; and transport vehicles to designated service facility.
- Oversee the equipping of new vehicles with safety equipment.
- Prepare specifications for police vehicles and equipment design and redesign of new equipment.
- Inspect new vehicles in accordance with specifications.
- Inspect and recommend vehicles for replacement.
- Assist in budget preparation purchase of fleet vehicles and related administrative matters.
- Review operating procedures and make recommendations for improvements.
- Supervise, train, and evaluate subordinates.
- Conduct related studies as needed and prepare appropriate recommendations and reports.
- Ensure that the fleet is in compliance with all applicable federal and state laws.
- Maintain applicable records.

QUALIFICATIONS

Knowledge of:

- Lubricating devices and materials, and the maintenance service requirements of motor equipment.
- Common automotive parts and supplies.
- Principles and practices of organization, scheduling and administration.
- Operating capabilities and characteristics of police vehicles and related equipment.
- Personal computer operation and software applications.

Ability to:

- Plan, direct, schedule, coordinate and supervise the service and repair of police vehicles and related equipment.
- Prepare and maintain complete and accurate manual and computer generated records and reports.
- Work overtime, as required.
- Supervise, train, and evaluate subordinates.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of an Associate of Arts Degree (60 semester units or 90 quarter units) in Business Administration or in field related to the position. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Experience: Two years of experience in vehicle fleet operations which included maintenance scheduling, participation in repair and maintenance functions and vehicle purchase. Knowledge of computer and familiarity with interpreting computer generated statistics is highly desirable.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, an appropriate valid Class "C" California Motor Operator's License.

Must be able to pass an intensive police background investigation.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Police Fleet Maintenance Coordinator

TO: Fleet Management Superintendent